

It is REQUIRED that the following items be submitted to the appropriate office as outlined below to meet your request:

- Completed Chartered Nonpublic School Change of Ownership AND/OR Change of Location Form (attachment to be sent to ODE)
- Explanation of change on NEW School Letter head (Send to Ohio Shared Services and ODE)
- New W-9 form (Send to Ohio Shared Services)
- Vendor Information Form (OBM 5657) (Send to Ohio Shared Services)

An onsite visit by a representative from your accrediting association or the Ohio Department of Education will be conducted. Please contact your association or ODE to schedule the visit and provide specific evidence for the items listed below:

- A fire inspection report dated within the last twelve months
- An environmental health inspection report dated within the last twelve months
- Certificate of occupancy
- A list of teachers' names, date of birth, teaching license certificate number and the date of most recent criminal background checks;
- Proof of ownership

REMEMBER

Please send the completed Chartered Nonpublic School Change of Ownership AND/OR Change of Location Form to your association WHOSE STANDARDS ARE ODE-Approved or directly to ODE at the address below (Ohio Shared Services documents should not be forwarded to ODE).

Ohio Department of Education
Office of Nonpublic Educational Options
25 S. Front Street, MS 309
Columbus, Ohio 43215-4183



Change of Ownership AND/OR Change of Location Form

Notify either your association whose standards have been approved by the Ohio Department of Education (ODE) or Quality School Choice and Funding, Nonpublic Educational Option Programs of your intent to change ownership or location of your Chartered Nonpublic School.

CURRENT CHARTER SCHOOL INFORMATION

School Name			IRN#
Effective Date of School Ownership/Location Change _____			
School Address _____			
City	State	Zip	
County	E-mail Address		
Phone Number	Fax Number		
Principal's Full Name _____			
Principal's Signature _____			
Date of Signature	Phone		
Grades Served _____	Name of Public School District in which CURRENT school building is located _____		

Mark type of change below:

Request Change of Ownership Information

Former Owner _____	New Owner _____
Date of Change _____	Federal Tax ID# _____
	School Board President _____
Signature _____	Date Signed _____

Request change of School Location

New Location _____	New Owner _____
School Address _____	
City _____	State _____ Zip _____
Name of public school district where NEW school Building is located _____	